

MEETING AGENDA

Technical Panel of the Nebraska Information Technology Commission

Tuesday, March 13, 2012
9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

[Meeting Documents](#) (18 pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [February 14, 2012](#)
4. Enterprise Projects
 - Project Closure*
 - OCIO - Enterprise Content Management System
 - University of Nebraska and State College System - Student Information System and SAP
 - Project Status [Dashboard](#) [[Addendum](#)] - Skip Philson
5. Standards and Guidelines
 - Recommendations to the NITC
 - [NITC 5-101](#): Enterprise Content Management System for State Agencies (New)*
 - No Comments Received
 - State Government Council Recommendation: Approve
 - [NITC 7-301](#): Wireless Local Area Network Standard (Revised)*
 - No Comments Received
 - State Government Council Recommendation: Approve
6. Regular Informational Items and Work Group Updates (as needed)
 - Accessibility of Information Technology Work Group - Christy Horn
 - Learning Management System Standards Work Group - Kirk Langer
 - Security Architecture Work Group - Brad Weakly
 - Intergovernmental Data Communications Work Group - Tim Cao
7. Other Business
8. Adjourn

* Denotes Action Item

(The Technical Panel will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

NITC and Technical Panel websites: <http://nitc.ne.gov/>

Meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on February 23, 2012. The agenda was posted to the NITC website on March 9, 2012.

Technical Panel
of the
Nebraska Information Technology Commission
Tuesday, February 14, 2012, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska, Chair
Brenda Decker, CIO, State of Nebraska
Christy Horn, University of Nebraska
Kirk Langer, Lincoln Public Schools
Michael Winkle, NET

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:05 a.m. There were four members present at the time of roll call. A quorum existed to conduct official business. Meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on December 15, 2011. The agenda was posted to the NITC website on February 7, 2012. A copy of the Open Meetings Act was posted on the South wall of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF DECEMBER 13, 2011 MINUTES*

Ms. Decker moved approval of the [December 13, 2011 minutes](#) as presented. Mr. Langer seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, and Weir-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

ENTERPRISE PROJECTS

DISCUSSION AND RECOMMENDATION - ENTERPRISE PROJECT DESIGNATION: WORKERS COMPENSATION COURT - E-FILING PROJECT *

Glenn Morton and Randy Ceclre

Excerpt taken from Project Status Report

Adjudication Re-engineering is a multi-phase project that will span a number of years to incorporate e-filing, electronic docket files, public web access to docket status, e-documents creation and judges e-signing of decisions and orders, and other performance improvement changes.

Project 1a - Release of Liability E-Filing is focusing on the development of one pleading type to complete the full end-to-end set of e-filing functions and limited changes to Clerks Review to process the submitted e-documents in the same manner as performed today with paper.

Project 1b - Semi-automated Docket / RFJA Setup, Electronic Docket File, and possibly Centralized Scanning will follow up immediately after 1a is completed. A rough time frame for completion is first half of calendar year 2013.

Tentatively, Project 2 will focus adding the remainder of the pleading types to e-filing with a rough target completion date end-of-calendar year 2013. Other adjudication functions to be addressed following Project 2 include:

- Scheduling and Calendar management,
- Public access to case status and case documents,
- Judge's Decisions and Orders management,
- Automated notification to other sections of the court of court case changes,
- Electronic transmission of documents to the Court of Appeals,

- Electronic Exhibit management.

There has not been any identification of additional out-of-pocket costs other than the knowledge that electronic storage costs will grow as more e-documents are added to the Electronic Docket Files.

Workers Compensation Court has been preparing to get technology in place to get adjudication and re-engineering for the past 12 years. Attorneys and the courts will be able to file legal documents online and via a web based application. Documents would be stored in a structured data so that they can be accessible at a later date.

Mr. Winkle arrived to the meeting.

There are not many off the shelf products for workers compensation functions. Technical Panel members were given an opportunity to ask questions:

- Has the project addresses security and HIPAA regulations? Workers Compensation is excluded from HIPAA. Security has been built in from the technical standpoint. Documents and any additional data will be encrypted. The application will be hosted on the Office of the CIO VM environment.
- Has the project addressed accessibility? Workers Compensation has been developing their applications for accessibility.
- How many phases are in the project? There are two phases. Phase 1 has two parts: 1a is a pilot and 1b will be internal projects. After that, it will move into Phase 2 focusing on pleading types and functionalities.

Mr. Morton commented on separation of powers as it relates to the WCC. Ms. Decker stated that the NITC's responsibility is to monitor enterprise projects and report to the legislature. It is not to approve or disapprove enterprise projects.

Mr. Winkle moved to recommend that the [Workers Compensation Court's Adjudication Re-engineering Project](#) be designated as an enterprise project. Ms. Decker seconded. Roll call vote: Decker-Yes, Horn (Not in room at time of vote), Langer-Yes, and Weir-Yes . Results: Yes-4, No-0, Abstained-0. Motion carried.

FINAL REPORT - OCIO - ENTERPRISE CONTENT MANAGEMENT SYSTEM

Kevin Keller, Office of the CIO

The ECM software vendor is OnBase by Hyland Software, and the implementation vendor is eDocument Resources. The ECM project currently has nine agencies participating: Health and Human Services, Roads, Labor, Revenue, Worker's Compensation Court, Office of the CIO, Agriculture, Environmental Quality and Natural Resources. Lessons learned included:

- Set proper expectations to Agencies
- Set proper expectations within our organization
- Don't grow too fast

[PROJECT STATUS DASHBOARD](#)

Skip Philson, Office of the CIO

The Nebraska State Patrol is voluntarily reporting on the Law Enforcement Message Switch project. The ECM project is completed.

DISCUSSION: ESUCC STRUCTURES AND PLANS

Matt Blomstedt, Executive Director ESUCC

The Educational Service Unit Coordinating Council was created July 1, 2008. The purpose and goal of the ESUCC is to coordinate Distance Education in Nebraska, as well as coordinate statewide digital education projects. ESUCC is currently involved in several projects – Distance Education, My eLearning, and Instructional Materials. He would like the ESUCC to bring these three projects together into one

initiative. Discussions regarding virtual schools have been challenging due to the different entities interested in the concept. They are very committed to the initiative. As part of the whole picture, the ESUCC has coordinated their instructional materials. A more detailed plan will be presented to the ESU Administrators as well as the NITC Education Council. The Nebraska Department of Education is also involved. As the project moves forward, it was suggested that the ESUCC utilize the NITC's Project Proposal Form to provide information. Mr. Blomsted was acknowledged for his work in serving as a conduit between the different groups and educational entities together to work towards accomplishing the initiative.

STANDARDS AND GUIDELINES - SET FOR 30-DAY COMMENT PERIOD*

NITC 5-101: ENTERPRISE CONTENT MANAGEMENT SYSTEM FOR STATE AGENCIES (NEW)

Purpose: The purpose of this standard is to provide, to the extent possible, a single technical solution for State agencies:

- Capturing all types of content and storing content electronically;
- Converting and minimizing the number of paper documents the State maintains;
- Facilitate searching and retrieval of electronic documents;
- Retain and dispose of electronic documents based on established document retention policies;
- Improve efficiency and accuracy of exchanging information; and
- Unify document management in a single system to take advantage of economies of scale.

Mr. Keller stated that the standard was brought to the State Government Council for review and discussion.

Mr. Langer moved to post the [NITC 5-101: Enterprise Content Management System for State Agencies](#) standard for the 30-day comment period. Ms. Horn seconded. Roll call vote: Weir-Yes, Winkle-Yes, Decker-Yes, Horn-Yes, and Langer-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

NITC 7-301: WIRELESS LOCAL AREA NETWORK STANDARD (REVISED)

Purpose: The purpose of this standard is to ensure that only properly secured and managed WLANs are deployed by agencies. Jim Sheets, Office of the CIO, was present to answer questions. He stated that the last revision to the standard was done in 2006. Changes were made to the security portion and the new WPA2 standard for encryption was included.

Mr. Winkle moved to post the revised [NITC 7-301: Wireless Local Area Network Standard](#) for the 30-day comment period. Mr. Langer seconded. Roll call vote: Weir-Yes, Winkle-Yes, Langer-Yes, Horn-Yes, and Decker-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

Mr. Winkle acknowledged Mr. Sheets for his work in assisting NET with switching from satellite to circuit transmission. The project was completed with the existing budget and will save millions of dollars.

STANDARDS AND GUIDELINES - APPROVAL OF REVISED ATTACHMENTS

NITC 1-204: IT PROCUREMENT REVIEW POLICY - ATTACHMENT A*

Ms. Decker moved to approve the revised [Attachment A to NITC 1-204](#). Mr. Winkle seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

Mr. Langer stated that Technical Panel may want to consider a standard for data carrying items such as flash drives.

NITC 5-204: LINKING A PERSONAL PORTABLE COMPUTING DEVICE TO THE STATE EMAIL SYSTEM - ATTACHMENTS A AND B*

Brad Weakly, Office of the CIO

Mr. Weakly discussed the changes to the documents. No substantive changes are made to the attachments. It was suggested to spell out PHI and FIT.

Mr. Winkle moved to approve the revised [Attachments A](#) and [B](#) to NITC 5-204. Mr. Langer seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

STANDARDS AND GUIDELINES - REQUEST FOR WAIVER*

Kronos Steering Committee (NDCS/HHSS/OCIO) - Request for Waiver from requirements of NITC 8-301

A similar request for waiver was brought to the Technical Panel last year. The Panel determined that a waiver was not necessary because the password standard did not require that a system ensure compliance. Since then, an audit review questioned compliance with the state's password standard.

Mr. Langer moved to approve the [Kronos Steering Committee Request for Waiver](#) from the password requirements contained in NITC 8-301 conditioned upon continued enforcement of the minimum password requirements specified in the "preferred solution" section of the request. Ms. Horn seconded. Roll call vote: Langer-Yes, Horn-Yes, Decker-Yes, Winkle-Yes, and Weir-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group - Christy Horn. The Federal government has not released any information. The Work Group can do an update with understanding there will be more based on federal information. Members discussed accessibility requirements for video content.

Learning Management System Standards Work Group - Kirk Langer. No report.

Security Architecture Work Group - Brad Weakly. As requested at the November meeting, a report was done on the Department of Agriculture's request for waiver. The report is on file with the OCIO. Work groups were formed to address and develop a public lock out policy standard (address pin based authentication); external hosting standard; and updating of data classifications. The External Hosting standard may be on the agenda next month for the Technical Panel review. The Work Group would like to see an attachment to the External Hosting standard that would be a check-off list that state agencies would complete. In February, the PCI submissions were completed for the quarter utilizing Qualys. They will be doing monthly scans for all state agencies. Work has already started for preparation of the 2012 IRS audit. Tomorrow, Mr. Weakly will be doing a walk-through of the University of Nebraska Medical Center's data center. The Office of the CIO is working on X.509 certificate management services, especially in regards to mobile devices.

Intergovernmental Data Communications Work Group - Tim Cao. No report.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Mr. Decker moved to adjourn. Mr. Langer seconded. All were in favor. Motion carried by unanimous voice vote.

The meeting was adjourned at 10:49 a.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker of the Office of the CIO/NITC.

**Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of March, 2012**

Project: Access Nebraska (Q)		Contact: Karen Heng				
Start Date	09/16/2008	Orig. Completion Date	06/30/2012	Revised Completion Date	n/a	
	March	February	January	December	November	October
Overall Status						
Schedule						
Budget						
Scope						
Comments:						
<p>Now reporting Quarterly.</p> <p>February update: ACCESSNebraska transition is almost complete. On January 24, the Lexington Customer Service Center went on phones. We have less than 1000 cases to move to ACCESSNebraska Universal Case Management System. Initial hiring is complete, current hiring is to fill vacancies.</p> <p>On the technology side, in December 2011 we added the ability to place email and other documents submitted to internal N-FOCUS users to be added to the Document Imaging System. An Automated Interview Scheduler was introduced on November 13. This schedules the customer interview and sends the customer a notice of interview date and time. In January an updated telephone dashboard was rolled out to staff on January 9, 2012. This new dashboard allows staff to see number of calls waiting for each queue, average wait time, number of calls answered today.</p> <p>There are no major technology pieces still in development. We have a couple of enhancements. We are developing an electronic display board for the Customer Service Centers. We are also looking at adding an automated call back feature to the phone system. The next tool for web services will be a Partner Inquiry feature were agencies working on the same customer as DHHS can look up the DHHS case status and information around case status.</p> <p>Next report due in June.</p>						

Project: Student Information System (Q)		Contact: Jim Zemke				
	March	February	January	December	November	October
Overall Status						
Schedule						
Budget						
Scope						
Comments:						
<p>ADA Compliance updates are only outstanding items.</p>						

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of March, 2012

Project: Link – Human Capital Management (formerly Talent Management System)		Contact: Dovi Mueller				
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date	n/a	
	March	February	January	December	November	October
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>No update for March.</p> <p>February update: Applicant Tracking (NEOGOV)</p> <ul style="list-style-type: none"> The integration from NEOGOV to Workday has been completed and is being tested. Very few issues / changes have been necessary. <p>Learning Development & Performance (Cornerstone OnDemand)</p> <ul style="list-style-type: none"> Finalizing the outbound CSoD integration and getting ready to run unit test <p>Benefits / Human Capital Management (Workday)</p> <ul style="list-style-type: none"> Finalizing the integration from Workday to E1 is the focus. Initial testing has been completed; however, there are changes needed that will affect our next phase which is the first phase of payroll testing. This will cause the project to be extended by approximately 30 days. This is why the overall status is <u>Yellow</u>. During the month of January, HR contacts along with the State implementation team participated in two weeks of user acceptance testing. Code, non-code and constitutional agencies participated in testing. Training on Workday basics began on February 6, 2012. We expect to train 160 HR Partners and agency representatives by February 25, 2012. We conduct two courses a day and courses have been full. Agency HR Partners who completed the initial Workday HCM training are presenting this training along with the State Team. The next training phase will be geared toward HR Partners only and will include supervisory organizational structure, managing positions, E1 payroll and HR transactions, benefits enrollment and employee self service. This training will begin toward the end of February or early March. 						

Project: Link - Procurement		Contact: Dovi Mueller				
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date	tbd	
	March	February	January	December	November	October
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>No Update for March.</p> <p>December update: Procurement</p> <ul style="list-style-type: none"> Work on the Procurement phase of the Link project has been reduced due to the implementation priorities of the HCM phase. The Procurement team is working on establishing revised project dates. 						

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of March, 2012

Project: Network Nebraska Education		Contact: Tom Rolfes										
Start Date	05/01/2006	Orig. Completion Date	06/30/2012	Revised Completion Date	n/a							
	March	February	January	December	November	October						
Overall Status												
Schedule												
Budget												
Scope												
Comments												
<p>RFP 3827 received 230 bids and 31 'No Bids' or 'No Awards' that were rolled over to a second-round RFP 3886, which was opened on Friday, February 17. Of the 230 successful awards, involving 10 companies of RFP 3827, 9 of them have been posted as State contracts as of 3/8/2012. Of the 60 successful awards, involving 6 companies on RFP 3886, 0 of them have been posted as State contracts as of 3/8/2012. Once each contract is posted, the staff of the OCIO is prepared to rapidly disseminate purchase and E-rate filing information to K-12 entities.</p> <p>Budget numbers are NEW and inclusive of the UNCSN 2nd Qtr invoice report, presented for payment on 1/30/2012.</p> <table> <tr> <td>Actual Costs</td> <td>Estimate to Complete</td> <td>Total Planned Budget</td> </tr> <tr> <td>\$230,318</td> <td>\$331,173</td> <td>\$561,491</td> </tr> </table> <p>Issue: Successful contracts involving 10 different vendors with 230 separate service awards has been delayed by at least 2-3 weeks. Immoveable E-rate deadline of 3/20/2012 affects all K-12 entities' abilities to file for reimbursement.</p>							Actual Costs	Estimate to Complete	Total Planned Budget	\$230,318	\$331,173	\$561,491
Actual Costs	Estimate to Complete	Total Planned Budget										
\$230,318	\$331,173	\$561,491										

Project: Public Safety Wireless (Q)		Contact: Mike Jeffres				
	March	February	January	December	November	October
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>Now reporting quarterly.</p> <p>March update: System acceptance is pending coverage testing, which is on temporary hold.</p> <p>We are currently in discussion with Motorola on developing the final check list any remaining open issues to complete the system acceptance plan.</p> <p>Issue: Coverage testing on hold – pending ongoing investigation of noise issue related to antenna used at towers, system remains in operation. Resolution is needed by Summer, 2012.</p> <p>Next report due in June.</p>						

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of March, 2012

Project: Fusion Center		Contact: Kevin Knorr				
Start Date	04/13/2010	Orig. Completion Date	06/11/2011	Revised Completion Date	05/01/2012	
	March	February	January	December	November	October
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>The basic user training did not begin on 2/15/2012 as expected due to the fact the NSP IT and Memex have not been able to complete the user authentication development. The team has developed a solution, but continue to implement and test solutions. The complexity of linking the multiple systems and integrating dual layer authentication has resulted in numerous bugs that require additional development on both sides.</p> <p>Since we are unable to begin vetting users into the system until a tested solution to the user authentication has been reached, the user training has now been postponed until the bugs are fixed and the testing is complete. Should this be done by March 15, we will be able to deploy the training package beginning April 1, 2012.</p>						

Project: Online Assessment		Contact: John Moon				
Start Date	07/01/2010	Orig. Completion Date	06/30/2011	Revised Completion Date	06/30/2012	
	March	February	January	December	November	October
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>March 1, 2012 Update</p> <p>Nebraska teachers and administrators are using the Check 4 Learning system with their students. Reading, math, and science items are available for teachers to develop formative tests for classroom use. After testing, extensive reports are available for teachers and administrators to review and utilize to improve student learning.</p> <p>No problems were encountered with the online assessment of writing in grades 8 and 11. Districts were able to print copies of the writing assessments. The writing assessments were collected and scored electronically by our vendors, DRC and Computerized Assessments and Learning (CAL). The results will be reviewed by NDE and shared with districts in May 2012.</p> <p>The NSSRS student data file was successfully transferred to DRC on February 2, 2012. The online test administration training for the NeSA assessments was completed on Feb. 28 and 29 via a WebEx. The management tools for the NeSA online assessments will be opened on March 5, 2012. Districts will be able to edit student profiles, print student session tickets, monitor student test status, and download student test results by utilizing the tools. Students will begin the NeSA – Reading, NeSA-Math, and NeSA-Science on March 26 and complete the assessments by May 4, 2012.</p>						

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of March, 2012

Project: Interoperability Project		Contact: Bob Wilhelm				
Start Date	10/01/2010	Orig. Completion Date	06/01/2013	Revised Completion Date	09/30/2013	
	March	February	January	December	November	October
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>Construction of the Pilot Ring (Panhandle Region) began in September 2011 with completion, system testing and signoff planned to take place by March 31, 2012. In the Southwest region, all path studies, tower mapping, structural analyses and grounding tests have been completed and equipment will be ordered after the Pilot Region is tested and accepted (after March 31, 2012). Completion and signoff of the Pilot Region is a prerequisite for starting construction in the rest of the regions. In the South Central and Southeast regions, all path studies, tower mapping, structural analyses and grounding tests are ongoing. Equipment is anticipated to be ordered for South Central by June 2012. In the remaining regions (East Central, Northeast and Tri-County) pre-construction efforts have begun.</p> <p>Although construction of the Pilot Region continues, the project has been impacted negatively by the inability to secure adequate tower sites. Alternate locations are being sought, reluctant tower hosts are being re-contacted and tower remediation options are being studied. The end result is that we do not anticipate testing or acceptance of the Pilot system prior to March 31, 2012. Lessons learned on the Pilot Ring will serve the project well as the project moves east.</p> <p>Completing the Pilot Ring acquisition leases and permissions and tower remediation are critical to moving forward.</p>						
Project Risks Insert additional lines as necessary.						
Major Risk Events			High Medium Low	Risk Mitigation	Mitigation Responsible Party	
Finding adequate towers to locate the NRIN system on			H	Deal with facility owners to gain access to their towers, etc.	Sue Krogman & NCOR Representatives	
MOUs and Lease Agreements			H	Deal with facility owners to gain access to their towers, etc.	Sue Krogman & NCOR Representatives	

Project: Law Enforcement Message Switch Replacement (V)		Contact: Suzy Fredrickson				
Start Date	08/01/2011	Orig. Completion Date	04/13/2012	Revised Completion Date	n/a	
	March	February	January	December	November	October
Overall Status						
Schedule						
Budget						
Scope						
Comments						
Project milestones met to this point include:						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of March, 2012

1. Establishing a Project Schedule
2. Development of Design Specifications
3. Receipt of Software Licensing
4. Server Installs
5. Implementation of Interfaces – Datamaxx developing interfaces for DMV, VTR, PO
6. Functionality Testing

Change Request:

Datamaxx will develop interfaces for DMV, VTR, PO on behalf of OCIO in order to stay on target with schedule. Change order was approved on 3/6/12. Development will now commence.

Change order cost was \$25,000.

Project: Adjudication Re-engineering (V) (Q)		Contact: Randy Ceerle				
Start Date	09/01/2011	Orig. Completion Date	06/30/2012	Revised Completion Date	12/31/2012	
	March	February	January	December	November	October
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>-----Reporting Period Status Information</p> <p>The schedule is dependent upon the completion of the e-filing rules. The draft e-filing rules should be completed in April-May, 2012. Once the draft is completed then meetings with the Judges will be held to explain and review. Depending upon wishes of the judges, a Rule Hearing will be scheduled by August of 2012.</p> <p>Issue:</p> <p>Work has just begun on e-filing rule changes and there was not adequate time to complete the draft rules and explain and review with the Judges prior to the May Rule Hearing.</p> <p>-----Project Description</p> <p>Adjudication Re-engineering is a multi-phase project that will span a number of years to incorporate e-filing, electronic docket files, public web access to docket status, e-documents creation and judges e-signing of decisions and orders, and other performance improvement changes.</p> <p>Project 1a - Release of Liability E-Filing is focusing on the development of one pleading type to complete the full end-to-end set of e-filing functions and limited changes to Clerks Review to process the submitted e-documents in the same manner as performed today with paper.</p> <p>Project 1b - Semi-automated Docket / RFJA Setup, Electronic Docket File, and possibly Centralized Scanning will follow up immediately after 1a is completed. A rough time frame for completion is first half of calendar year 2013.</p> <p>Because of the tight integration of judicial data and functions with non-judicial data and functions, (such as Vocational Rehabilitation), WCC systems, including e-filing, are separate from the rest of the courts in the state.</p> <p>Because of the court's limited jurisdiction, our e-filing system is being designed to provide web-based drafting of pleading documents by outside attorneys, which utilize internal WCC electronic docket information. PDFs are generated for printing and "wet signatures" and the submittal with the "/s/" signature format as is the current rule and practice by the other courts in the state.</p>						

Nebraska Information Technology Commission Enterprise Project Status Dashboard – As of March, 2012





























Tentatively, Project 2 will focus on adding the remainder of the pleading types to e-filing with a rough target completion date end-of-calendar year 2013.





Other adjudication functions to be addressed following Project 2 include:

- Scheduling and Calendar management,
- Public access to case status and case documents,
- Judge’s Decisions and Orders management,
- Automated notification to other sections of the court of court case changes,
- Electronic transmission of documents to the Court of Appeals,
- Electronic Exhibit management.

There has not been any identification of additional out-of-pocket costs following Project 2, other than the knowledge that electronic storage costs will grow as more e-documents are added to the Electronic Docket Files.

The next report will be due in June.

Project: MMIS	Contact:							
Start Date	n/a	Orig. Completion Date			n/a	Revised Completion Date		n/a
	March	February	January	December	November	October		
Overall Status								
Schedule								
Budget								
Scope								
Comments								
Project On Hold until renewed								

Color Legend		
	Red	Project has significant risk to baseline cost, schedule, or project deliverables. Current status requires immediate escalation and management involvement. Probable that item will NOT meet dates with acceptable quality without changes to schedule, resources, and/or scope.
	Yellow	Project has a current or potential risk to baseline cost, schedule, or project deliverables. Project Manager will manage risks based on risk mitigation planning. Good probability item will meet dates and acceptable quality. Schedule, resource, or scope changes may be needed.
	Green	Project has no significant risk to baseline cost, schedule, or project deliverables. Strong probability project will meet dates and acceptable quality.
	Gray	No report for the reporting period or the project has not yet been activated.

Nebraska Information Technology Commission
Enterprise Project Status Dashboard – As of March, 2012
Addendum

Project: Link – Human Capital Management (formerly Talent Management System)		Contact: Dovi Mueller				
Start Date	6/1/2009	Orig. Completion Date	7/1/2012	Revised Completion Date	n/a	
	March	February	January	December	November	October
Overall Status						
Schedule						
Budget						
Scope						
Comments						
<p>Applicant Tracking (NEOGOV)</p> <ul style="list-style-type: none"> Integration from NEOGOV to Workday is ready for full integration testing. <p>Learning Development & Performance (Cornerstone OnDemand)</p> <ul style="list-style-type: none"> Integration from Workday to CSoD is approx. 95% complete. Initial files have been tested and should be ready to full integration testing by March 19. Agency teams on both the Learning and Performance side continue to meet once every two weeks with the goal of adding additional content to Learning Management; Performance team has identified statewide competencies and is working on the goal structure. Testing the Performance functionality continues as does agency demos of the software. The roll-out month for Performance Management to supervisors only is July, 2012. <p>Benefits / Human Capital Management (Workday)</p> <ul style="list-style-type: none"> Workday to E1 integration testing continues this reporting period. Employee information necessary for payroll processing Phase 1 and II of payroll testing have been completed. Testing included biweekly, monthly and SLEBC payrolls. All deductions have been identified and tested. The next phase will include running payrolls with agency involvement; scheduled to begin this week. Agencies are invited to a Payroll/HR User Group Meeting on March 20 to detail the processes that will be necessary to move forward with the roll-out of Workday. HR Advanced Training is being reviewed this week by the Agency HR Training Team. The goal is to begin training HR Partners beginning the week of 3/19/2012. We have scheduled 3 weeks of training and have approx. 170 HR Partners that are being trained. 						

Color Legend	
	<p>Red Project has significant risk to baseline cost, schedule, or project deliverables. Current status requires immediate escalation and management involvement. Probable that item will NOT meet dates with acceptable quality without changes to schedule, resources, and/or scope.</p>
	<p>Yellow Project has a current or potential risk to baseline cost, schedule, or project deliverables. Project Manager will manage risks based on risk mitigation planning. Good probability item will meet dates and acceptable quality. Schedule, resource, or scope changes may be needed.</p>
	<p>Green Project has no significant risk to baseline cost, schedule, or project deliverables. Strong probability project will meet dates and acceptable quality.</p>
	<p>Gray No report for the reporting period or the project has not yet been activated.</p>

NITC 5-101

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 5-101 (DRAFT)

Title	Enterprise Content Management System for State Agencies
Category	Groupware Architecture
Applicability	Standard for all State government agencies, excluding higher education

1. Standard

1.1 State agencies managing content and creating workflow as described in Section 2 shall use the Enterprise Content Management System (ECM) that is provided through the Office of Chief Information Officer (OCIO).

1.2 Agencies must consider, through consultation with the OCIO, using the ECM's E-Forms software for any new electronic forms applications.

2. Managing content and creating workflow includes the following:

- Capturing paper documents through the use of scanners and storing them in electronic form;
- Capturing all type of content (audio, video, e-faxes, emails, MS Office documents, etc) and storing them in electronic form;
- Electronic searching and retrieval of captured content;
- Automating records retention and archiving;
- Automating business processes through workflow;
- Reducing and/or eliminating paper document storage.

3. Purpose

The purpose of this standard is to provide, to the extent possible, a single technical solution for State agencies:

- Capturing all types of content and storing content electronically;
- Converting and minimizing the number of paper documents the State maintains;
- Facilitate searching and retrieval of electronic documents;
- Retain and dispose of electronic documents based on established document retention policies;
- Improve efficiency and accuracy of exchanging information; and
- Unify document management in a single system to take advantage of economies of scale.

4. Exception

This standard does not apply to systems already in use by an agency, unless:

- The agency intends to buy significant upgrades;
- The agency intends to buy a significant amount of new modules; or
- The agency intends to do a significant amount of custom development

For guidance on these points, contact the OCIO.

5. Definitions

5.1 Documents – The State currently utilizes a great deal of paper-based documents. These documents are generated internally from both manual and automated processes. Paper documents also come from external businesses and citizens. Additionally, each paper document is read by a person to determine its purpose, what information it contains, what it is associated with and what should be done with it.

Indexing is a process of extracting the key content of the document and storing that information with the electronic version of the document. The purpose of the index information is to facilitate searching and retrieval of the document and facilitate automating processes using workflow in an agency. The index information can also be used for securing the document as well as to associate multiple documents together.

The ECM will consume paper documents by either using scanners and/or electronic document uploads. The documents can be indexed by automated means using Optical Character Recognition (OCR), Intelligent Character Recognition (ICR) and/or bar codes. The ECM facilitates both automated and manual indexing.

5.2 Processes (Workflow) –For those paper documents that are processed manually, (i.e. from one desk to another, one agency to another, and are dependent on individual organizational skill sets to insure documents are not lost, processed timely, processed accurately and filed correctly) can be greatly improved with automated workflow. Even automated processes that were previous built with little or no integration to other processes can be improved and enhanced as well.

The ECM supplies a framework to allow agencies to easily create flexible automated workflows that can utilize documents or work as independent processes. These automated workflows readily integrate with existing processes.

VERSION DATE: Draft - December 1, 2011
HISTORY:
PDF FORMAT: (to be added)

**State of Nebraska
Nebraska Information Technology Commission
Standards and Guidelines**

NITC 7-301 (DRAFT REVISED)

Title	Wireless Local Area Network Standard
Category	Network Architecture
Applicability	Applies to all state agencies, boards, and commissions, excluding higher education

1. Standard

This standard applies to state agencies which deploy a Wireless Local Area Network (WLAN). This standard is in replacement of previous requirements and is retroactive in perpetuity in the pursuit of remaining current with the constantly changing security needs of wireless connectivity.

1.1. Registration of Wireless Devices

State agencies must register WLANs, including each Access Point (AP) that connects to the State of Nebraska’s private network, with the Office of the CIO (OCIO).

1.1.1. Registration

The registration process will identify: contact information; WLAN device information, including the manufacturer, model, and physical location; the security/firewall technologies being deployed; and, where logging information is to be stored. Registration information should be submitted to the CIO Help Desk at [URL to be added]. **Registration must occur prior to deployment** to prevent the access point from being declared as rogue.

1.1.2. Review and Approval

The OCIO will contact the registering agency after reviewing the registration information.

1.1.3. Naming Convention

Final device names are assigned by the OCIO during the registration process to avoid conflicts and confusion, and to aid in incident response and in identifying and locating wireless devices. If technology allows for the broadcast of a device name, standardized names should appear in the broadcast description, along with any unique identifiers assigned to the unit.

1.1.4. Unregistered (Rogue) and Unsecured Devices

Only approved WLANs and access points will be deployed within state agencies. **Unregistered (rogue) devices will be removed from service.** Network managers for the OCIO will incorporate procedures for scanning for unregistered (rogue) wireless devices and access points. This requires a full understanding of

the topology of the network. It also requires performing periodic security testing and assessment, including randomly timed security audits to monitor and track wireless and handheld devices. **OCIO reserves the right to disable network access for a device, server or LAN if inadequate security is found or improper procedures are discovered.**

1.1.5. Internet Only Wireless

If the use of the wireless access is only for internet, then the requesting agency must provide a written method showing how they plan on keeping traffic separate.

1.2. Management and Security of the access point

1.2.1. Physical Security

Access points must be properly secured within a safe, adequately monitored area to prevent unauthorized access and physical tampering. Devices will not be placed in easily accessible public locations.

1.2.2. Configuration Management

All wireless access points must be secured using a strong password. Passwords will be changed at least every six months. Administrators must ensure all vendor default user names and passwords are removed from the device.

1.3. Security of the wireless network

1.3.1. Logging

All access to the wireless network must be logged with records kept for a minimum of one (1) year. Records must include the time of access, the IP and MAC addresses of the device, and the username.

1.3.2. Access to State Network

If access is to the states network:

1.3.2.1. Access to the wireless network requires a username and password combination that is unique to each user; and

1.3.2.2. The SSID must use a minimum of WPA2 with the use of a FIPS 140-2 validated AES encryption module

1.3.3. Wireless Intrusion Detection Systems

All wireless networks require the use of wireless intrusion detection systems (WIDS), capable of location detection of both authorized and unauthorized wireless devices. All systems will provide 24/7 continuous scanning and monitoring. WIDS logs and documented actions will be maintained for a minimum of (1) year.

1.4. Management of Airspace

All conflicts regarding wireless connectivity are resolved by the OCIO. Review of airspace requirements and changes will be addressed with notification of compliance.

2. Purpose

Wireless communications offer organizations and users many benefits such as portability, flexibility, increased productivity, and lower installation costs. Wireless technologies cover a broad range of differing capabilities oriented toward different uses and needs. Wireless local area network (WLAN) devices, for instance, allow users to move their laptops from place to place within their offices without the need for wires and without losing network connectivity. Less wiring means greater flexibility, increased efficiency, and reduced wiring costs.

In addition to the inherent risks associated with any wired network, wireless technology introduces several unique vulnerabilities. Since wireless signals are radio transmissions, they can be intercepted by suitable radio receiving devices, sometimes even devices operating outside the intended service area. If data transmissions are not encrypted or are inadequately encrypted, the intercepted data can be read and understood in a matter of seconds. Any data transmission sent through the wireless network is at risk. These include correspondence, usernames and passwords, financial data, and other sensitive information. Because wireless transmissions circumvent traditional perimeter firewalls, those existing protections established to prevent unauthorized access are ineffective. Advances in wireless signaling technology may increase transmission distances, further exacerbating the problem of unauthorized reception. Unauthorized users may gain access to agency systems and information, corrupt the agency's data, consume network bandwidth, degrade network performance, and launch attacks that prevent authorized users from accessing the network, or use agency resources to launch attacks on other networks. Also, since wireless network devices operate using radio signals, their proliferation within an area can lead to Radio Frequency Interference (RFI) among these devices and other radio devices using the same frequency bands.

The purpose of this standard is to ensure that only properly secured and managed WLANs are deployed by agencies.

VERSION DATE: DRAFT - February 9, 2012.
REPEALER: Original [NITC 7-301](#) is repealed.
HISTORY: Adopted on September 30, 2003. Revised on August 4, 2006.
PDF FORMAT: (to be added)
